

In order to better serve the community, the City proffers these guidelines for consideration of funding Civic Development Partner agencies. Civic Development Partnerships will generally fall into the category of economic development. The City will publicly advertise an invitation to apply for a grant before accepting applications.

SUBMISSION REQUIREMENTS

Deadline for receipt of the application by the City of Wilmington is 5 p.m., on the second Friday in January. The application must include a completed grant application and required narrative in the form of one ORIGINAL, plus EIGHT COPIES, punched with three holes. Please refrain from notebooks or binders. Please fasten each copy with a paper clip or other fastening device that can be easily undone. Also, please include one electronic copy of these documents in the submittal.

The application may be mailed or hand delivered to:

City of Wilmington

Post Office Box 1810

Wilmington NC 28402-1810

Attn: City Manager

All applications should start with an introductory cover letter and/or summary that is limited to 250 words or less, that includes the unique service the agency provides. Additionally, each application must include a separate narrative for each of the categories below (limited to 300 words or less, per category). The narrative should provide:

1. How the requesting agency increases jobs or employment opportunities
2. How the requesting agency generates a financial impact or ROI
3. Other considerations related to City priorities, including cooperative ventures with similar agencies
4. A list of all revenue streams, the percentage of the budget a city contribution would/does constitute, and a sustainability plan
5. At least 2 milestones the agency plans to achieve, in return for City's investment

Note: additional printed documentation, photographs, maps or addendums to clarify the program description, experience of the applicant, previous audits, or other germane information; may be placed immediately behind the milestones information.

Invalid Applications: Applications may be rejected without evaluation at the City's sole discretion, but certainly for the following reasons:

- Application is submitted past deadline.
- Applicant doesn't include a response for all 5 mutually exclusive sections.
- Agency is not clearly eligible according to City guidelines.
- Applicant has demonstrated poor past performance.
- Applicant fails to provide audited financial statements or other required information.

The City may request clarification or additional information from the applicant at any point during the application process. If the City funds agencies for multi-year periods, the annual application and reporting process still applies. Applicants should understand this is a competitive application process for limited funding. There will be applications that satisfy many of the evaluation criteria that are not funded. Applicants may be given an opportunity to discuss their applications with a review team. Such interviews will be limited to 20-minute segments. In addition, project site visits may be conducted. Applicants must indicate their desire for an interview.

After the initial evaluation, City staff will present their recommendations to the City Manager, subsequently, to the City Council in the form of a budget recommendation. Note: council will concurrently receive a list of all applicants.

Grant Period: The funding period starts July 1, XXX, and ends June 30, XXX. Costs incurred before July 1, XXXX, CANNOT be reimbursed. It is expected some projects or agency plans will be completed after June 30 of the preceding year.

Special Conditions: Must comply with City's Financial Policies

Criteria Guidelines for Consideration

All Civic Development Partnership requests should benefit persons that reside within the City of Wilmington and meet Council's local priorities.

Local Priorities

- Vibrant Economy:** A vibrant economy is essential to the on-going economic well-being of citizens, businesses, arts and culture organizations, and public and private institutions within the city and region. The City seeks to use limited public resources to leverage public and private investments in the local economy.
- Efficient Transportation Systems:** A safe and efficient transportation network accessing and linking all parts of the City is vital to the quality of life, viability of business and commerce, and growth of the City. The City works, in cooperation with other providers, to plan and maintain a transportation system that supports motorized, non-motorized, public, and pedestrian travel, and provides residents, workers and citizens with practical options to meet their transportation needs.
- Safe Community:** Feeling safe and secure are fundamental to the quality of life and well-being of citizens and visitors to the city of Wilmington. The City provides for the Public Safety with Fire and Police emergency response, law enforcement, and education and prevention services. The City, in cooperation with other agencies, institutions, and citizens, works to continuously improve safety and security in neighborhoods, commercial areas, and on the roadways.
- Thriving Neighborhoods:** Clean, safe, attractive, diverse, and convenient neighborhoods make for a flourishing community. The City supports neighborhoods that include a mix of residential, commercial, community, recreational, and open space where residents can enjoy the benefits of living in the city of Wilmington and share in its opportunities for success.
- Collaborative Communications:** Sharing information and ideas is critical for effective governance and management. Citizens look to the City for accurate and timely information on issues of concern. The City facilitates internal and external communication through a variety of means, including, but not limited to, newsletter, website, G-TV, local media, employee outreach, and meetings. To provide the highest quality service and provide for the needs of citizens the City fosters a culture of teamwork and communication between and among employees, and with elected officials.
- Engaged Legislative Efforts:** Local municipal governments, including the City of Wilmington, operate in accordance with State, Federal, and County regulations and laws. It is necessary to effectively convey to elected officials at all levels the implications and impacts of proposed legislation on the City and ultimately on the quality of life for its citizens.

Performance Management

The City will implement a performance measurement system to better assess the effectiveness and impact of its programs. This system is required for funding and enables grantees to capture program accomplishments and trends. All funded agencies will submit an annual "Performance Management" narrative that depicts three components:

1. actual results compared to the milestones
2. trustee narrative
3. Portrayal of public support

A. Terms of Funding.

Please note: The funds for which an agency may apply are grants. Grant repayments may be required if agency fails to comply with reporting and/or audits; or misappropriation of funds.

Transition Plan for existing agencies will be handled on a case-by-case basis (see transition document).